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Literature Fellowships, FY 2002/2003

APPLICATION GUIDELINES FY 2002/2003

NATIONAL ENDOWMENT FOR THE ARTS

SA 2002-023393

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Application Calendar

OMB No. 3135-0112
Expires 07/31/2003

Category	Application Postmark Deadline	Earliest Announcement of Grant Award or Rejection	Earliest Beginning Date for Endowment Period of Support
Creative Writing Fellowships:			
Fiction and Creative Nonfiction (FY 2002)	March 12, 2001	December 2001	January 1, 2002
Poetry (FY 2003)	March 11, 2002	December 2002	January 1, 2003
Translation Projects:			
Prose (FY 2002)	March 12, 2001	December 2001	January 1, 2002
Poetry (FY 2003)	March 11, 2002	December 2002	January 1, 2003

Late applications and applications that are determined to be incomplete will be rejected. We strongly recommend that you send material "return receipt requested." **Without proof of mailing from the delivery service, the Arts Endowment will not accept applications that are delayed or lost in the mail.**

The Arts Endowment will not accept any application material by electronic transmission (e.g., FAX or e-mail) unless requested by Arts Endowment staff.

Please do not seek information on the status of your application before the announcement date that is listed above.

If you have questions:

Write: Literature Fellowships
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

Visit: World Wide Web site at www.arts.gov

Call: 202/682-5428.

202/682-5496 Voice/T.T. (Text-Telephone, a device for individuals who are deaf or hard-of-hearing)

Individuals who do not use conventional print may access these guidelines on the Web site or contact the Arts Endowment's Office for AccessAbility at 202/682-5532 for help in acquiring an audio recording of these guidelines.

Contents

4 INTRODUCTION

5 FELLOWSHIPS FOR CREATIVE WRITERS

- 5 Eligibility
- 6 Review Criteria
- 6 Grant Amount
- 6 Deadline and Announcement Dates
- 6 How to Apply
- 8 Important Information About Fellowships for Creative Writers

10 TRANSLATION PROJECTS

- 10 Eligibility
- 11 Copyright Information
- 11 Review Criteria
- 11 Grant Amount
- 11 Deadline and Announcement Dates
- 12 How to Apply
- 14 Important Information About Translation Projects

15 IMPORTANT INFORMATION FOR ALL APPLICANTS

16 APPLICATION FORMS

- 16 Individual Application Form
- 20 Application Checklist
- 21 Assurance of Compliance

Back cover: Application Acknowledgment Card

MISSION

The arts reflect the past, enrich the present, and imagine the future. The National Endowment for the Arts, an investment in America's living cultural heritage, serves the public good by *nurturing* the expression of human creativity, *supporting* the cultivation of community spirit, and *fostering* the recognition and appreciation of the **excellence** and **diversity** of our nation's artistic accomplishments.

GOALS

To fulfill its mission, the Arts Endowment has established the following programmatic goals:

- To broaden public access to the excellence and diversity of the arts.
- To foster opportunities for the creation and presentation of artistically excellent work.
- To strengthen the role of the arts in our nation's educational system and encourage lifelong learning in the arts.
- To preserve our nation's cultural heritage for the 21st century.
- To strengthen the organizational and financial capabilities of America's arts organizations.
- To help address the concerns of America's communities through the arts.
- To strengthen the Endowment's partnerships with the public and private sectors.

Introduction

Through fellowships to published creative writers and translators of exceptional talent in the areas of **prose** and **poetry,** the Arts Endowment advances its goal of expanding the opportunities for artists to interpret, explore, and create work. This program operates on a two-year cycle with fellowships in prose available one year and fellowships in poetry available the next.

These guidelines cover two fiscal years. Grants are available as follows:

- **For Fiscal Year 2002** (March 12, 2001 deadline):
  - **Fellowships for Creative Writers: Fiction and Creative Nonfiction**
  - **Translation Projects in Prose**
- **For Fiscal Year 2003** (March 11, 2002 deadline):
  - **Fellowships for Creative Writers: Poetry**
  - **Translation Projects in Poetry**

Individuals may apply only once each year.

Competition for fellowships is extremely rigorous. Potential applicants should consider carefully whether their work will be competitive at the national level.

WE DO NOT FUND

- **Individuals who previously have received *two or more* Creative Writing or Translation Fellowships from the National Endowment for the Arts.**
- **Individuals who have received *any* Creative Writing or Translation Fellowship from the National Endowment for the Arts within the ten years prior to the application deadline.**
- News reporting.
- Scholarly writing. (Writers who are engaged in scholarly work should contact the National Endowment for the Humanities.)
- Vanity publication or self-publication.
- Work toward academic degrees.

Fellowships for Creative Writers

Fellowships in **prose** (fiction and creative nonfiction) or **poetry** are available to published creative writers of exceptional talent. Fellowships enable recipients to set aside time for writing, research, travel, and general career advancement. (Translators should refer to "Translation Projects" on page 10.)

ELIGIBILITY

Creative writers who meet the publication requirements that are listed below are eligible to apply. Applicants must be citizens or permanent residents of the United States.

An individual may submit only one application per year. Multiple applications will be rejected. You may not apply for a creative writing fellowship and a translation project in the same year.

You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships (in poetry, fiction, creative nonfiction, belles-lettres, or for translation) from the National Endowment for the Arts. In addition, you may not apply in Prose if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1992 (FY 1993). You may not apply in Poetry if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1993 (FY 1994).

Former grantees must have submitted acceptable Final Report packages on any completed Arts Endowment grant(s) by the Final Report due date(s).

You are eligible to apply in **Fiction** if, between January 1, 1994 and March 12, 2001, you have published:

- At least five different short stories, works of short fiction, or excerpts from novels in two or more literary journals, anthologies, or publications which regularly include fiction as a portion of their format; or
- A volume of short fiction or a collection of short stories; or
- A novel or novella.

You are eligible to apply in **Creative Nonfiction** if, between January 1, 1994 and March 12, 2001, you have published:

- At least five different creative essays (such as personal essays, memoirs, etc.); or
- A volume of creative nonfiction.

You are eligible to apply in **Poetry** if, between January 1, 1995 and March 11, 2002, you have published:

- A volume of 48 or more pages of poetry; or
- Twenty or more different poems or pages of poetry in five or more literary journals, anthologies, or publications which regularly include poetry as a portion of their format. Up to 16 poems may be in a single volume of poetry of fewer than 48 pages. This volume, however, may count as only one of the required five places of publication.

Applicants may use electronic publications to establish up to fifty percent of their eligibility, provided that such publications have competitive selection processes and stated editorial policies.

You must apply in a specific literary form (i.e., fiction, creative nonfiction, or poetry). You must establish your eligibility in the form in which you apply. No exceptions will be made to the eligibility requirements. The following may **not** be used to establish eligibility:

- Collaborative work.
- Scholarly writing.
- Instructional writing.

- Journalism.
- Book reviews.
- Editorials/letters to the editor.
- Interviews.
- Student publications and publications which primarily print work by persons who are affiliated with a particular academic institution.
- Self-publication, including work that has appeared in a publication for which you are the editor, publisher, or staff.
- Vanity press publication.

For the purposes of this category, a vanity press is defined as one that does any of the following: requires individual writers to pay for part or all of the publication costs; asks writers to buy or sell copies of the publication; publishes the work of anyone who subscribes to the publication or joins the organization through membership fees; publishes the work of anyone who buys an advertisement in the publication; or publishes work without competitive selection.

REVIEW CRITERIA

In reviewing applications for creative writing fellowships, advisory panelists consider solely the **artistic excellence** and **artistic merit** of the work that is submitted. **The identity of the applicant is not known to the panelists.**

GRANT AMOUNT

Fellowships for Creative Writers are for $20,000.

DEADLINE AND ANNOUNCEMENT DATES

For FY 2002/Fiction & Creative Nonfiction

Applications will be accepted between January 1, 2001 and March 12, 2001. Do not send applications before January 1, 2001. Complete application packages must be postmarked no later than March 12, 2001. Do not expect notification of awards and rejections before late December 2001. The Endowment's support of a project may begin any time between January 1, 2002 and January 1, 2003 and extend for up to two years.

For FY 2003/Poetry

Applications will be accepted between January 1, 2002 and March 11, 2002. Do not send applications before January 1, 2002. Complete application packages must be postmarked no later than March 11, 2002. Do not expect notification of awards and rejections before late December 2002. The Endowment's support of a project may begin any time between January 1, 2003 and January 1, 2004 and extend for up to two years.

HOW TO APPLY

Please follow carefully the instructions below. It is each applicant's responsibility to make certain that his or her application package is complete and accurate. We are unable to contact you in case of omissions or inconsistencies in your submission.

All fellowship applicants must send the required material in one package to:

Office of Information and Technology
Management, Room 815
(Creative Writing Fellowships)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

Use Certified, First Class mail. Do not use Special Delivery or Special Handling. We strongly recommend that you send material "return receipt requested," which will serve as your immediate notification (and postmark proof) that the material

has reached the Arts Endowment. Keep copies of everything that you send.

Please submit material in the order and format that is noted below. Your application package **must include the required number of copies of each of the items** or your application will be incomplete. Late applications and applications that are determined to be incomplete will be rejected.

1. Application Acknowledgment Card and Application Checklist

Self-address and include as the first item in your application package the application acknowledgment card which appears on the back cover of these guidelines. This card will be returned to you to acknowledge receipt of your application.

Also complete the application checklist found on page 20 to make sure that all required material has been included in your package. This checklist is for your own use. You do not need to include it in your application package.

2. Application Form

Complete and submit **the original** (i.e., a set with original signatures) **and two copies** of the Individual Application Form which can be found on pages 16 and 18. Instructions for completing this form are on the form or on the pages opposite the form in this booklet. When you photocopy your two copies of the completed Application Form, be sure to copy only the form and not the instruction pages.

Application forms that can be filled out on a computer are available on the Arts Endowment's World Wide Web site at www.arts.gov. Application forms also may be reproduced on a computer, but they must be accurate replicas of the actual forms. Do not add pages. **All completed application forms must be mailed to the Arts Endowment in hard copy format as part of the application package; the Endowment does not accept applications electronically.**

3. Manuscript Material

Your application package must include clearly reproduced copies of one of the following manuscript samples of work that you have written between January 1, 1994 and March 12, 2001 (for Fiction & Creative Nonfiction) or January 1, 1995 and March 11, 2002 (for Poetry) and for which you have sole artistic responsibility:

Fiction & Creative Nonfiction:

- **Nine copies** of a minimum of 20 to a maximum of 30 typescript, double-spaced pages of **short fiction, short stories,** or **creative nonfiction**; or
- **Nine copies** of a **novel excerpt** of a minimum of 20 to a maximum of 30 typescript, double-spaced pages.

Poetry:

- **Nine copies** of 10 typescript, single-column pages of **poetry**, with no more than one poem per page; or one long poem (or section of a long poem) not to exceed 10 typescript, single-column pages in length.

Please indicate clearly at the top of the first page of each manuscript sample the literary form of your submission (i.e., fiction, creative nonfiction, or poetry). **Your submission must be in the literary form in which you establish your eligibility.** Indicate whether the submission is complete in itself or an excerpt from a longer work (e.g., novel excerpt, long poem, short story). Titles of stories, novels, or poems should appear at the top of every page.

In addition, include in your application package:

- **One copy** of an unnumbered cover page which lists the legal name and address of the applicant and the title(s) of the work(s) that are submitted. **The applicant's name, initials, address, or other identifying marks must not appear on any other page of the material that is submitted.**

For the manuscript material, you may submit published work, unpublished work, or work in progress. Do not indicate whether or not the material has been published.

Manuscript material must be legible, clearly reproduced, and properly collated.

"Typescript" means material that has been produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable, but do not send onionskin copies. Photocopies from books or magazines will not be accepted. All paper should be 8-1/2" x 11"; do not use legal-sized paper. Use a 10 point or larger font. Number the pages of your manuscript consecutively in the upper right corner and staple each copy. Do not submit manuscripts in folders or binders. Do not crowd pages. Do not submit more than the maximum number of pages that are allowed; excess pages will be removed.

Copies of manuscripts cannot be returned. Be sure to keep a copy of what you send.

4. Proof of Eligibility

Your application package **must** include proof of your eligibility. For each publication listed in #11 "Summary of Publications" on the application form, send one clearly reproduced copy of each of the following:

a. Proof of publication (e.g., the title page or front cover of the book or magazine).

b. Date of publication (e.g., the copyright page).

c. Proof of authorship (e.g., the front cover of a novel or a book of poems, the table of contents page, the first page of a story or poem).

These copies cannot be returned; do not send originals.

IMPORTANT INFORMATION ABOUT FELLOWSHIPS FOR CREATIVE WRITERS

The following are answers to some of the most commonly asked questions about Fellowships for Creative Writers.

1. In order to apply, you must meet the eligibility requirements by the deadline date. Commitments for future publication do not fulfill the requirements. **No exceptions are made to the eligibility requirements.**

2. You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships from the National Endowment for the Arts at any time in the past. In addition, you may not apply for a FY 2002 fellowship in **Prose** if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1992 (FY 1993). You may not apply for a FY 2003 fellowship in **Poetry** if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1993 (FY 1994).

3. Only one application is eligible per year. You may not apply for a creative writing fellowship and a translation project in the same year.

4. The manuscript submission must be in the literary form in which you establish your eligibility (i.e., fiction, creative nonfiction, or poetry). If you receive a fellowship, however, you will not be limited to writing in that form.

5. You may submit published work, unpublished work, or work in progress; all manuscript submissions, however, must be in typescript or clear photocopies of typescript. Photocopies from books or magazines will not be considered.

6. Manuscripts in languages other than English must be accompanied by nine copies of an English translation of at least one-half the total number of pages submitted. The translation need not be done by the applicant. The application form must be submitted in English.

7. Absolutely changes or additions in the manuscript will be accepted once it has been submitted.

8. Your work will be evaluated up to the maximum number of pages allowed. Excess pages will be removed.

9. Fiction and creative nonfiction applications are reviewed by an advisory panel primarily composed of prose writers, representing both fiction and creative nonfiction. Poetry applications are reviewed by an advisory panel primarily composed of poets.

10. Manuscripts are judged anonymously by the advisory panel. If your name, initials, or identifying marks other than the title appear anywhere other than the cover page, your application will be rejected.

11. The manuscript should be representative of your best recent work, published or unpublished. It must be work for which you have sole artistic responsibility. The artistic excellence and artistic merit of the work contained therein are the criteria on which your application will be judged. Choose your manuscript sample carefully.

12. Financial and other kinds of need, the body of past work, geographic location of the applicant, academic career, professional reputation, etcetera, are not criteria for receipt of a fellowship.

13. We cannot accept collaborative works or joint applications. Fellowships are individual grants.

14. Only the names of the fellowship recipients will be announced.

15. The Internal Revenue Code provides that the full amount of a fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

Please read these guidelines thoroughly before you start to prepare your application package. Failure to follow the guideline instructions or to send a complete application package, with all required material under one cover, will mean that your application will be rejected. We are unable to contact you in case of omissions or inconsistencies in your submission.

Translation Projects

Grants are available to published translators of literature for projects that involve the specific translation of **prose** (fiction, creative nonfiction, and drama) or **poetry** (including verse drama) from other languages into English.

We encourage translations of writers and of work which are insufficiently represented in English translation. All proposed projects must be for creative translations of published literary material into English. The work to be translated should be of interest for its literary excellence and value. Priority will be given to projects that involve work that has not yet been translated into English.

ELIGIBILITY

Individual translators who meet the publication requirements that are listed below are eligible to apply. Applicants must be citizens or permanent residents of the United States.

An individual may submit only one application per year. Multiple applications will be rejected. You may not apply for a translation project and a creative writing fellowship in the same year.

You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships (in poetry, fiction, creative nonfiction, belles-lettres, or for translation) from the National Endowment for the Arts. In addition, you may not apply in Prose if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1992 (FY 1993). You may not apply in Poetry if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1993 (FY 1994).

Former grantees must have submitted acceptable Final Report packages on any completed Arts Endowment grant(s) by the Final Report due date(s).

You are eligible to apply if you, alone or in collaboration, have:

- Published a translation into English of a novel or a volume of 48 or more pages of fiction or poetry, or a book-length translation of a work of literary merit; or
- Published a total of 48 pages of translations of creative literature into English in literary magazines, anthologies, or books; or
- Translated into English at least one full-length play or verse drama that has been produced by a professional theater company.

This publication or production must have taken place between **January 1, 1986** and **March 12, 2001** for **Prose** applicants, and between **January 1, 1987** and **March 11, 2002** for **Poetry** applicants.

Applicants may use electronic publications to establish up to fifty percent of their eligibility, provided that such publications have competitive selection processes and stated editorial policies.

You may not use vanity press publication or self-publication to meet the eligibility requirements. For the purposes of this category, a vanity press is defined as one that does any of the following: requires individual writers to pay for part or all of the publication costs; asks writers to buy or sell copies of the publication; publishes the work of anyone who subscribes to the publication or joins the organization through membership fees; publishes the work of anyone who buys an advertisement in the publication; or publishes work without competitive selection.

COPYRIGHT INFORMATION

You must be able to obtain permission to translate the work that is specified in your application. If you are recommended for a translation project grant, the grant will not be awarded until the Arts Endowment receives verification of rights in the form of: 1) a photocopy of the copyright notice for the original work; and 2) a photocopy of a document of consent for translation that has been signed by the holder of the copyright, or verification that the material to be translated is in the public domain. We strongly urge that you ascertain whether rights are available before you apply.

REVIEW CRITERIA

In reviewing applications for Translation Projects, advisory panelists consider primarily the:

- **Artistic excellence** of the:
  - Sample translation submitted.
  - Work to be translated.

Panelists also consider the:

- **Artistic merit** of the proposed project, which includes the:
  - Importance of the proposed project.
  - Extent to which the language, the author, and the specific work are represented adequately in English translation.
  - Applicant's ability to carry out the proposed project as demonstrated by:
    - Proficiency in the language to be translated and familiarity with the culture.
    - Knowledge of and/or cooperation with the author(s) whose work will be translated.
  - Significance of the author(s) and/or the original work(s).
  - For collaborative projects, collaborators' ability to work together as exemplified by the sample manuscript that has been submitted.

GRANT AMOUNT

Grants are for $10,000 or $20,000, depending upon the length and scope of the project.

DEADLINE AND ANNOUNCEMENT DATES

For FY 2002/Prose

Applications will be accepted between January 1, 2001 and March 12, 2001. Do not send applications before January 1, 2001. Complete application packages must be postmarked no later than March 12, 2001. Do not expect notification of awards and rejections before late December 2001. The Endowment's support of a project may begin any time between January 1, 2002 and January 1, 2002 and extend for up to two years.

For FY 2003/Poetry

Applications will be accepted between January 1, 2002 and March 11, 2002. Do not send applications before January 1, 2002. Complete application packages must be postmarked no later than March 11, 2002. Do not expect notification of awards and rejections before late December 2002. The Endowment's support of a project may begin any time between January 1, 2003 and January 1, 2004 and extend for up to two years.

HOW TO APPLY

Please follow carefully the instructions below. It is each applicant's responsibility to make certain that his or her application package is complete and accurate. We are unable to contact you in case of omissions or inconsistencies in your submission.

All Translation Projects applicants must send the required material in one package to:

Office of Information and Technology
Management, Room 815
(Translation Projects)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

Use Certified, First Class mail. Do not use Special Delivery or Special Handling. We strongly recommend that you send material "return receipt requested," which will serve as your immediate notification (and postmark proof) that the material has reached the Arts Endowment. Keep copies of everything that you send.

Please submit material in the order and format that is noted below. Your application package **must include the required number of copies of each of the items** or your application will be incomplete. Late applications and applications that are determined to be incomplete will be rejected.

1. Application Acknowledgment Card and Application Checklist

Self-address and include as the first item in your application package the application acknowledgment card which appears on the back cover of these guidelines. This card will be returned to you to acknowledge receipt of your application.

Also complete the application checklist found on page 20 to make sure that all required material has been included in your package. This checklist is for your own use. You do not need to include it in your application package.

2. Application Form

Complete and submit **the original** (i.e., a set with original signatures) **and two copies** of the Individual Application Form which can be found on pages 16 and 18. Instructions for completing this form are on the form or on the pages opposite the form in this booklet. When you photocopy your two copies of the completed Application Form, be sure to copy only the form and not the instruction pages.

Application forms that can be filled out on a computer are available on the Arts Endowment's World Wide Web site at www.arts.gov. Application forms also may be reproduced on a computer, but they must be accurate replicas of the actual forms. Do not add pages. **All completed application forms must be mailed to the Arts Endowment in hard copy format as part of the application package; the Endowment does not accept applications electronically.**

3. Supporting Material

a. Translators must include with their application **four copies** of their resume or a narrative account of their education and experience (not to exceed three pages). Indicate any time that you spent in the country of the language to be translated and any previous cooperation (or commitment for future cooperation) with the author(s) of the original work, or other relevant information.

If the proposed project is a collaboration, include **four copies** of the collaborator's resume or a brief narrative of credentials (three-page maximum). **Include also one copy of a co-signed statement of agreement that specifies the collaborator's role and the recognition he or she will receive for the project.**

b. **Four copies** of a brief resume or biographical information for the author(s) of the work that you wish to translate (two-page maximum).

c. **Four copies** of a brief description of the work that you wish to translate (two-page maximum). Indicate its scope, importance, and place in the author's works; and explain why you selected this author and this work. List the existing English translations of the author's work and indicate whether the author has been translated into any languages other then English. Whenever possible, cite reviews of the original work.

d. If the proposed project is a retranslation, **four copies** of a statement justifying the need for a new translation (two-page maximum). Please include specific examples from the proposed project.

4. Manuscript Material

Your application package must include **nine copies**, clearly reproduced, of a sample of **typescript pages** of your translation. Submit up to **20 pages** for **Prose**, or up to **10 pages** for **Poetry**. Your sample must be drawn from the same body of work that you propose to translate during the grant period.

For collaborative projects, your sample must be prepared by the collaborative team. All other samples must be independent work of the translator.

Manuscript material must be legible, clearly reproduced, and properly collated.

"Typescript" means material that has been produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable, but do not send onionskin copies. Photocopies from books or magazines will not be accepted. All paper should be 8-1/2" x 11"; do not use legal-sized paper. Use a 10 point or larger font. Write your name and the page number in the upper right corner of each page; staple each copy. Do not submit manuscripts in folders or binders. Do not crowd pages. Do not submit more than the maximum number of pages that are allowed; excess pages will be removed.

Include **nine copies**, clearly reproduced, of those portions of the original work which your sample translation renders. (This material may be clearly reproduced copies of the original publication.)

For retranslations, you must also include **nine copies** each, clearly reproduced and labeled, of all existing published translations of the approximate sample submitted.

For a novel, play, verse drama or an excerpt from another long work, also include **nine copies** of a one-page precis that places the manuscript sample in context.

Application material cannot be returned. Be sure to keep a copy of what you send.

5. Proof of Eligibility

Your application package **must** include proof of your eligibility. For each publication listed in #11 "Summary of Publications/Productions" on the application form, send one clearly reproduced copy of each of the following:

a. Proof of publication (e.g., the title page or front cover of the book or magazine).

b. Date of publication (e.g., the copyright page).

c. Proof of authorship (e.g., the front cover of a novel or a book of poems, the table of contents page, first or last page of translation with the translator's name).

d. If you are using the production of a play or verse drama to establish your eligibility, proof that your translation of the play was produced by a professional theater company [e.g., playbill with date(s), promotional material, etc.].

These copies cannot be returned; do not send originals.

IMPORTANT INFORMATION ABOUT TRANSLATION PROJECTS

The following are answers to some of the most commonly asked questions about Translation Projects.

1. In order to apply, you must meet the eligibility requirements by the deadline date. Commitments for future publication or production do not fulfill the requirements. **No exceptions are made to the eligibility requirements.**

2. You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships from the National Endowment for the Arts at any time in the past. In addition, you may not apply for a FY 2002 fellowship in **Prose** if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1992 (FY 1993). You may not apply for a FY 2003 fellowship in **Poetry** if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1993 (FY 1994).

3. Only one application is eligible per year. You may not apply for a creative writing fellowship and a translation project in the same year.

4. We cannot accept joint applications. Translation Project fellowships are individual grants. However, you may use a translation project grant to work on a collaborative project, if your application so indicates. If you apply to work on a collaborative project, you must submit a statement of agreement that has been signed by you and your collaborator(s) and a manuscript of work by the collaborative team.

5. Projects must be for translations of published literary material from any language into English only.

6. The sample translation must be from the same body of work as the one you propose to translate during the grant period. If you are applying to translate fiction, creative nonfiction, or drama other than verse drama, you must apply under the Prose deadline of March 12, 2001. If you are applying to translate poetry, including verse drama, you must apply under the Poetry deadline of March 11, 2002.

7. Absolutely no changes or additions to the project, resumes, or manuscript will be accepted once your application has been submitted.

8. Your manuscript and resume(s) will be evaluated up to the maximum number of pages allowed. Excess pages will be removed.

9. Only the names of the fellowship recipients will be announced.

10. The Internal Revenue Code provides that the full amount of a fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

Please read these guidelines thoroughly before you start to prepare your application package. Failure to follow the guideline instructions or to send a complete application package, with all required material under one cover, will mean that your application will be rejected. We are unable to contact you in case of omissions or inconsistencies in your submission.

Important Information for All Applicants

WHAT HAPPENS TO YOUR APPLICATION

Applications are evaluated according to the review criteria for their category as set forth in these guidelines.

After processing by Endowment staff, applications are reviewed, in closed session, by advisory panelists in the literature field. Each literature panel comprises a diverse group of arts experts and at least one knowledgeable layperson. Panel membership rotates regularly. Panel recommendations are forwarded to the National Council on the Arts, where they are reviewed in open session.

The Council makes decisions on which applications to reject. It sends forward to the Chairman of the National Endowment for the Arts those applications that it recommends for funding. The Chairman makes the final decision on all grant awards. Applicants are then notified of funding decisions.

Applicants are welcome to attend meetings of the National Council on the Arts and open policy sessions of advisory panel meetings.

GENERAL TERMS & CONDITIONS

Federal and agency requirements that relate to grants awarded by the National Endowment for the Arts are highlighted in our General Terms & Conditions, which is sent to all grantees in the grant award package. It also is available from the Arts Endowment's World Wide Web site at www.arts.gov. Included is information on reporting requirements and lobbying prohibitions.

STANDARDS FOR SERVICE

The Arts Endowment has set the following standards for serving applicants. We pledge to:

- Treat you with courtesy and efficiency.
- Respond to inquiries and correspondence promptly.
- Provide clear and accurate information about our policies and procedures.
- Provide timely information about funding opportunities and mail available guidelines promptly.
- Promptly acknowledge the receipt of your application.
- Ensure that all eligible applications are reviewed thoughtfully and fairly.

We welcome your comments on how we're meeting these standards. Please address them to: Standards for Service Coordinator; Room 628; National Endowment for the Arts; Nancy Hanks Center; 1100 Pennsylvania Ave., NW; Washington, DC 20506-0001; phone: 202/682-5408; e-mail: webmgr@arts.endow.gov, attention: Standards for Service.

For questions about these guidelines or your application, contact the Literature staff at 202/682-5428.

FY 2002/2003 Individual Application

OMB No. 3135-0112
Expires 07/31/2003

This is 10-point type; use type at least this large when completing this form.

Is this your first application to the Arts Endowment? No Yes

If no, please check here if your name or address has changed since your last application:

Have you received a federal grant before? No Yes

1. Legal Name First: Last:

If applicable:
Pen Name First: Last:

2. Permanent Address:

Number and street:

City, State, and ZIP code:

Present Address (if different):

3. Category under which support is requested:

Fellowships for Creative Writers (5211-11)

For FY 2002	**For FY 2003**
Fiction	Poetry
Creative Nonfiction	

Translation Projects (5211-12)

For FY 2002	**For FY 2003**
Prose	Poetry
Drama	Verse Drama

Is your translation project a:

Collaboration Retranslation

Specify language:

4. Social Security Number: - -

5. Period of Support Requested (e.g., 02/01/02 to 06/30/03): / / to: / /

6. Birth Date (use 2-digit numerals): / /

7. U.S. Citizenship: Yes No

If Permanent Resident, Visa #:

8. Present Employment

Employer:

Position/Occupation:

9. Certification

I certify that the information contained in this application, including all attachments and supporting material, is true and correct to the best of my knowledge. I also certify that I am in compliance with the federal requirements speci ed under "Assurance of Compliance" on pages 21-22.

Mr. **Ms.** **E-mail:**

Signature (must agree with legal name in Box #1): **Date:** / /

Telephone: ( ) **ext.** **Fax:** ( )

Instructions for the Individual Application

The following items on the form on the opposite page may require clarification.

1. **Name:** Applicants using pen names must list their legal name first on the application. All transactions with the Arts Endowment must be made using the legal name.

2. **Address:** Correspondence concerning the application process will be sent to your "Present Address." Notice of fellowship award or rejection will be sent to your "Permanent Address." You must notify us of any change in either address.

3. **Category Under Which Support is Requested:** If you choose "Translation Projects," note if this is a collaborative project or a retranslation. Specify the language of the work to be translated.

5. **Period of Support Requested:** A Prose fellowship must be scheduled to **begin** between January 1, 2002 and January 1, 2003 and may extend up to two years. A Poetry fellowship must be scheduled to **begin** between January 1, 2003 and January 1, 2004 and may extend up to two years.

FY 2002/2003 Individual Application (cont'd.)

OMB No. 3135-0112
Expires 07/31/2003

This is 10-point type; use type at least this large when completing this form

Applicant (legal name):

10. Description of Fellowship Activity: See the instructions on page 19. **Complete in the space that is provided. Do not continue on additional pages.**

11. Summary of Publications/Productions to document your eligibility. Attach one additional sheet if necessary.

Titles (underline titles)	Name of Magazine, Press, or Producing Company (include city and state)	Publication/Production Date(s)

12. Education:

Name of institution	Major area of study	Inclusive dates	Degree

13. Fellowships or grants previously awarded:

Name of award	Area of study	Inclusive dates	Amount

14. Prizes/Honors received:

15. Membership/professional societies:

Instructions for the Individual Application (cont'd.)

The following items on the form on the opposite page may require clarification.

10. Description of Fellowship Activity:

Fellowships for Creative Writers: Describe how you see your work being advanced by this fellowship; this may include writing, research, travel, etc. Complete in the space that is provided. Do not continue on additional pages.

Translation Projects: Briefly describe the proposed project [including author(s), title(s), language, and length of material]. In addition, explain why it is important that the work be translated. Complete in the space that is provided. Do not continue on additional pages.

11. Summary of Publications/Productions to document your eligibility:

Fellowships for Creative Writers: In the space that is provided, list the specific published works that establish your eligibility. (See "Eligibility" on pages 5-6.) Note the titles, publishers, and publication dates. Please underline the titles of books. One additional page may be attached.

Translation Projects: In the space that is provided, list the specific published translations into English that establish your eligibility. (See "Eligibility" on page 10.) Note the titles, authors, publishers, the number of pages which you translated in each publication, and publication dates. Please underline the titles of books, plays, or verse drama. One additional page may be attached.

If your eligibility is based on the production of your translation of at least one full-length play or verse drama, note the title, author, producing company, location, and dates for each production.

FY 2002/2003 Application Checklist

Please complete the checklist below to ensure that you have included all required material in your application package. This is solely for your own use. This checklist does **NOT** need to be included in your application package. **Incomplete applications will be rejected**.

FELLOWSHIPS FOR CREATIVE WRITERS

- Application Acknowledgment Card
- Individual Application Form (one set with original signatures and two copies)
- **Manuscript Material:**
  - FY 2002/Prose, 20–30 pages of sample text (9 copies)
  - FY 2003/Poetry, 10 pages of poetry (9 copies)
  - Cover page (one copy)
- Proof of Eligibility for each publication listed (one copy)

TRANSLATION PROJECTS

- Application Acknowledgment Card
- Individual Application Form (one set with original signatures and two copies)
- Applicant's Résumé/Narrative (4 copies)
- If a collaboration:
  - Collaborator's Résumé (4 copies)
  - Co-signed Statement of Agreement (one copy)
- Résumé of Author(s) to be translated (4 copies)
- Description of work to be translated (4 copies)
- If a retranslation, justification of need (4 copies)
- **Manuscript Material:**
  - 10–20 page sample of your translation (9 copies)
  - Original work which your sample translation renders (9 copies)
  - For retranslations, existing translations of above sample (9 copies)
  - For an excerpt from a novel, play, verse drama, or other long work, one-page precis (9 copies)
- Proof of Eligibility for each publication listed (one copy)
  - If the production of a play or verse drama is used to establish eligibility, proof that your translation of the play was produced by a professional theater company

Assurance of Compliance

By signing the application form, the Applicant certifies that he or she is in compliance with the statutes outlined below and all related Arts Endowment regulations and will maintain records and submit the reports that are necessary to determine compliance.

1. Nondiscrimination Statutes

The Applicant certifies that he or she will not discriminate:

– On the grounds of race, color, or national origin (including limited English proficiency), in accordance with **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d et seq.).

– On the grounds of disability, in accordance with **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794) and the **Americans with Disabilities Act of 1990** ("ADA") (42 U.S.C. 12101-12213). The ADA's requirements apply regardless of whether you receive federal funds.

– On the basis of age, in accordance with the **Age Discrimination Act of 1975** (42 U.S.C. 6101 et seq.).

– On the basis of sex, in any education program or activity, in accordance with **Title IX of the Education Amendments of 1972** (20 U.S.C. 1681 et seq.).

For further information and copies of the nondiscrimination regulations identified above, contact the Endowment's Office of Civil Rights at 202/682-5454 or 202/682-5695 Voice/T.T., or link to them through our Web site at www.arts.gov. For inquiries about limited English proficiency, contact the Office of General Counsel at ogc@arts.endow.gov or 202/682-5418.

2. Regulations relating to Debarment and Suspension (45 C.F.R. pt. 1154) in which the Applicant certifies that he or she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, nor

Has, within the three years preceding the submission of this application, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; or is presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses.

3. Federal Debt Status (OMB Circular A-129). The applicant certifies that he or she is not delinquent in the repayment of any federal debt, or if he or she is, provides explanatory information. Examples of relevant debt include student loans, delinquent payroll or other taxes, audit disallowances, and benefit overpayments.

4. The Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq. and 45 C.F.R. pt. 1154)

The Applicant certifies that:

(a) **If awarded a grant, he or she will not engage in** the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any grant activity. (For the purposes of this Act, alcohol is not considered a controlled substance.)

(b) **If convicted of a criminal drug offense** that is the result of a violation occurring during the conduct of any grant activity, he or she will report the conviction to the Arts Endowment's Grants & Contracts Officer, in writing, within ten calendar days of the conviction. This notice must include the grant number of each affected grant.

REPORTING BURDEN

The public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of Guidelines & Panel Operations, Room 516, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

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APPLICATION ACKNOWLEDGMENT CARD

National Endowment for the Arts
Literature Fellowships, FY 2002/2003

In all future inquiries, refer to your application number, which is:

Application Number—Arts Endowment Use Only **Date**

CUT ALONG DOTTED LINE

◄ Please address the reverse side of this card to yourself. Include this card **as the first item** in your application package. It will be returned to you to acknowledge receipt of your application at the National Endowment for the Arts.

recycled paper

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END

02-14-03